

Credential Application

Remit to:
State of Wisconsin
Department of Commerce-Credentialing
P.O. Box 78780
Milwaukee WI 53293-0780
Phone (608) 261-8467
TTY: Contact Through Relay
E-mail: madisoncred@commerce.state.wi.us
7:45 a.m. - 4:30 p.m.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**THE CREDENTIAL WILL NOT BE
PROCESSED UNLESS YOU:**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Instructions: Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

Applicant's Signature

Date (mo/day/yr)

Send application and payment to: State of Wisconsin, Department of Commerce-Credentialing, P.O. Box 78780, Milwaukee, WI 53293-0780

Overnight mail delivery and Office location: State of Wisconsin, Department of Commerce-Credentialing 201 W. Washington Ave., Madison, WI 53703

All other correspondence: Wisconsin Department of Commerce, Safety & Buildings Div., P.O. Box 7082, Madison, WI 53707

ELEVATOR MECHANIC LICENSE

Credential Fee (nonrefundable): \$105.00 class code 8260

Make checks payable to: Department of Commerce. The fee consists of a \$15 application fee and a license fee of \$90. The credential will be effective for 2 years from the date of issuance.

* **Notice** Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

Reason for Credential: A person who holds a credential issued by the department as a licensed elevator mechanic may erect, construct, alter, replace, maintain, repair, remove or dismantle conveyances.

Requirements of Credential: A person, who as a licensed elevator mechanic provides supervision of a registered elevator apprentice, a registered elevator apprentice-restricted, a registered elevator helper, a registered lift apprentice or a registered lift helper, shall be responsible for the work of the apprentice or helper with respect to compliance to ch. Comm 18.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

APPLYING FOR ELEVATOR MECHANIC LICENSE

In accordance with Comm 5.992 (1), a person may obtain a credential as a certified elevator mechanic by either one of the following:

Method 1 Submitting evidence of completing an elevator apprenticeship program lasting at least 4 years and recognized under ch. 106, Stats., or recognized by the U.S. department of labor.

Method 2 Completing the necessary hours of experience. **This grandfathered option will not apply after 7/1/2010.**
(Grandfathered)

Apply for the credential by following the instructions for Method 1 or Method 2.

METHOD 1 - Completing an Elevator Apprenticeship

ATTACH to this form a photocopy of the Certificate of Apprenticeship or a letter from the Wisconsin Bureau of Apprenticeship Standards stating that you have completed the appropriate elevator mechanic apprenticeship program and the program has been recognized by the department under ch. 106, Stats., or by the U.S. department of labor.

****** Completion paperwork for the NEIEP program is not recognized by the department or the U.S. department of labor. ******

METHOD 2 (Grandfathered) – Completing the Necessary Hours of Experience

A person applying for an elevator mechanic license shall have at least 1,000 hours per year of experience for at least 5 years preceding the date of license application and the employment includes elevator mechanic work experience in the each year of the 5 years.

Grandfathered option will not apply after 7/1/2010. You will be required to take an exam at that time. The same 5 years and 1,000 hours of experience will be the used as a pre-qualifier to take the elevator mechanic exam after 7/1/2010.

Time Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr				

Education Hours Required to Renew: The renewal of a certification as an elevator mechanic shall be contingent upon obtaining at least 12 hours of acceptable continuing education three months prior to the expiration date of their credential which is two years after the start date of your credential. A person who holds a license as an elevator mechanic may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver will be considered individually on its merits by the department.

A person, who initially obtained his or her elevator mechanic license by completing an elevator apprenticeship and whose request to renew his or her license is denied because of failure to fulfill the continuing education requirements, shall be required to take and pass the elevator examination in order to reacquire the elevator mechanic license.

* The renewal of a license as an elevator mechanic shall be contingent upon the department's review of the applicant's criminal history record from the department of justice.